

(An Institute of National Importance under the Ministry of Education, Government of India)

मेलक्कोट्टैयूर, वंडलूर केलमबाक्कम रोड़, चेन्नई - 600127

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कार्यालय ज्ञापन /OFFICE MEMORANDUM

Institute E-mail Policy

The following policy is established to provide guidelines for the appropriate, ethical, and secure use of the institute's email service. Note that the institute has adopted the 'Google Workplace for Education' email service.

1. Email ID Creation:

- Individual email IDs will be issued to all students, faculty members (regular, adjunct, emeritus, and PoP), permanent staff, and Institute postdoctoral researchers.
- Email IDs will **not** be issued to contract employees, research associates (JRF/SRF), and visiting faculty/scientists.

2. Google storage limit: To ensure efficient use of resources, storage limits are defined as follows:

- UG/PG students: 10 GB
- Staff: 25 GB
- PhD Scholars: 25 GB
- Faculty: 50 GB

3. Data Clearance Requirement:

Before separation from the Institute, all students and employees must remove their data from Google Drive to obtain "No Dues" clearance from the Institute Computer Centre.

4. Email IDs for Alumni and Retired Faculty:

- On graduation or retirement, individuals will be provided with a new email ID for continued communication.
- Incoming emails to the original Institute email ID will be auto-forwarded to the new email address for **six months**, after which the original email ID will be deactivated.
- Storage limit for alumni/retired faculty accounts will be **5 GB**.
- ID formats:
 - a Alumni: **RollNumber.lastname@alum.iiitdm.ac.in**
 - b Retired Faculty: **Existing email ID retained**

The above guidelines shall be implemented with immediate effect to ensure secure and effective management of the Institute's email infrastructure.



उप-कुलसचिव/Deputy Registrar

सेवा मे /To,

1. सभी डीन/विभागाध्यक्ष/All Deans/HoD's
2. सभी संकाय और कर्मचारी/All Faculty and Staff
3. सभी अनुभाग/All Section
4. निदेशक- जानकारी के लिए /Director- for Information
5. वेबसाइट – आवश्यक कार्रवाई के लिए/Website – For necessary Action